UTAH STATE PRISON VISITOR REQUEST FORM

www.corrections.utah.gov/corrections/visiting

INMATE NAME / OFFENDER# / HOUSING ASSIGNMENT

VISITOR NAME (LAST, FIRST, MIDDLE)   *SOCIAL SECURITY NUMBER*   *BIRTHDAY MM/DD/YYYY*

LIST ALL PREVIOUS LAST NAMES, ALIASES, & MAIDEN NAME (if female)   **RELATIONSHIP**   **VISITOR SIGNATURE**

DRIVERS LICENSE or ID NUMBER   *STATE*   *PHONE NUMBER (Include area code)*

( )   -

Continue

STREET ADDRESS   **CITY**   **STATE**   **ZIP CODE**

Is the visitor currently on another inmates visiting list? **YES / NO** *If yes, who* _____ *relationship* _____

Name / Offender#

VISITING STAFF USE ONLYVISITING STAFF USE ONLY***VISITING STAFF USE ONLY***				
BACKGROUND CHECK		**VISITING REVIEW**		***VISITING STAFF USE ONLY***
TYPE OF SEARCH	**RESULTS**	APPROVED / DENIED		
DRIVERS LICENSE	VALID	SUSPENDED	COMMENTS:	
STATE	NO RECORD	RECORD		
NATION	NO RECORD	RECORD		
WARRANTS	NO RECORD	RECORD		
STATE ID#	FBI#			
OFFICERS SIGNATURE				

MARITAL STATUS

☐ NEVER MARRIED

☐ MARRIED

☐ DIVORCED

☐ WIDOWED

VISITING USE ONLY

DRIVERS LIC. OR PICTURE ID valid & current
SOCIAL SECURITY CARD
BIRTH CERTIFICATE   INMATE / VISITOR
MARRIAGE CERTIFICATE   INMATE / VISITOR
DIVORCE DECREE first & last page signed by Judge   INMATE / VISITOR
OTHER:

VISITING STAFF USE ONLY

VISITING STAFF USE ONLY

DATE RECEIVED

1. Are you a current employee of the Utah Dept. of Corrections?   ☐ YES ☐ NO

2. Are you an ex-employee of the Utah Dept. of Corrections?   ☐ YES ☐ NO

3. Are you currently a volunteer, contractor, or student intern for the Utah Dept. of Corrections?   ☐ YES ☐ NO

4. Are you an ex-volunteer, contractor, or student intern for the Utah Dept. of Corrections?   ☐ YES ☐ NO

5. Are you a victim of the inmate you are applying to visit?   ☐ YES ☐ NO

6. Are any of your children a victim of the inmate?   ☐ N/A ☐ YES ☐ NO

5/14/2008

REQUEST FORMS ARE CONSIDERED INCOMPLETE UNTIL ALL REQUIRED DOCUMENTS ARE ATTACHED (SEE BACK FOR DETAILS)

*Visitors must include a written explanation to questions answered YES.

	VISITOR'S RELATIONSHIP TO THE INMATE (You are the inmate's…)	**DOCUMENTS REQUIRED** All documents provided must be legible photo copies of official government (county, state, or federal) issued documents (we must be able to see the official seal).		
IMMEDIATE FAMILY	Spouse	DL, SS, MC		
	Parent	DL, SS, IBC		
	Step-Parent	DL, SS, IBC, VMC		
	Grandparent	DL, SS, IBC, IPBC-(Your Child)		
	Step-Grandparent	DL, SS, IBC, IPBC-(Your Spouses Child), VMC		
	Grandchild	DL, SS, VBC, VPBC		
	Son or Daughter	DL, SS, VBC		
	Step-Son or Step-Daughter	DL, SS, VBC, IMC		
	Sibling or Half Sibling	DL, SS, VBC, IBC		
	Step-Sibling	DL, SS, VBC, IBC, IPMC		
	Son-in-law or Daughter-in-law	DL, SS, VMC, VSBC		
	Father-in-Law or Mother-in-Law	DL, SS, ISBC, IMC		
	Brother-in-Law or Sister-in-Law	Visitor is single and is the sibling of the inmate's spouse.	Visitor is married to the inmates sibling.	Visitor is married to the sibling of the inmates spouse.
		DL, SS, VBC, ISBC, IMC	DL, SS, IBC, VSBC, VMC	DL, SS, VSBC, ISBC, IMC, VMC

Because there is no limit to the amount of **immediate family** on an inmates list, the additional documents are required to prove relationship.

Only **5 non-immediate** family visitors can be added to the inmates list.

NON-IMM. FAMILY	Girlfriend / Boyfriend	DL,SS
	Aunt / Uncle	DL,SS
	Niece / Nephew	DL,SS
	Cousin	DL,SS
	Friend	DL,SS
	Ex-Spouse	DL,SS
	Ex-In-Law	DL,SS
	Ex-Step-Parent / child	DL,SS
	Religious Associate	DL,SS

	ABBREVIATIONS KEY				
DL	Visitors Drivers license / state issued ID	IPBC	Inmates Parents Birth Certificate	VBC	Visitors Birth Certificate
SS	Visitors Social Security Card	ISBC	Inmates Spouses Birth Certificate	IBC	Inmates Birth Certificate
IPMC	Inmates Parents Marriage Certificate	MC	Marriage Certificate	VMC	Visitors Marriage Certificate
IMC	Inmates Marriage Certificate	SS	Social Security Card	VPBC	Visitors Parents Birth Certificate
VSBC	Visitors Spouses Birth Certificate				

GENERAL INFORMATION ON PROCESSING THE VISIT REQUEST FORM

1 Visitors will not be allowed to turn in request forms and visit the same day. Visits are permitted only after the Visit Request is processed and approved. Visiting will notify the inmate of the approved or denied request. **It is the inmates responsibility to notify the visitor of the result of the request process.** Visitors who wish to be notified may include a stamped self-addressed envelope with their Visit Request.

2 Visitors may **not** bring minors with them until they have completed the Minor Visit Request form and the inmate or visitor has been notified of the approved request. Minor Visit Request forms are available at VCC.

3 The visiting clearance will expire 1 year from the day the visitor is approved. Visitors with expired clearances are removed automatically from the inmates visiting list. It is the visitors responsibility to fill out and submit a Renewal Form to visiting before their clearance expires.

4 Visitor's with metal implants will set off the metal detector, a note from the visitors doctor, detailing what parts of the body may set it off i.e. hip or knee replacements or any metal the visitor may have is required. Visitors who require the use of a cane, wheelchair or walker must also submit a note from their doctor. **It is important to do this before your first visit to eliminate the possibility of being turned away.**

GENERAL INFORMATION ON VISITING A INMATE

1 It is the policy of the department that: **visitation is a privilege, not a right, afforded to inmates/visitors at the Utah State Prison.**

2 Visitors and inmates shall comply with all visiting rules and policies.

3 Visiting sessions in most area's run back to back therefore you will need to arrive no earlier then a half hour before the session but no later than a half hour before it ends. If your session is during a count time, i.e. 11:30 or 4:30 please arrive no later than 10:45 or 3:45 to allow us time to locate the inmate and get him/her to visiting before count starts.

4 **Helpful Tips/Visitor Dress Standard**-All visitors shall adhere to a visitor dress standard for a complete list see the Visitor Rules & Regulations.

In general Do Not Wear:

•Clothing that resembles what the inmates wear i.e. White top & pants, Maroon top & pants, orange top & pants

•Clothing that cannot be removed to clear the metal detector, some examples include: Shirts w/metal buttons, underwire bras, excessive jewelry and pants with excessive buttons or zippers

•Clothing that exposes **skin** on the visitor's legs above the knee when standing, if wearing a skirt or above mid calf if wearing Capri's. Clothing that exposes the shoulders, back, or chest below the collarbone. NO SHORTS ALLOWED on anyone older than 10 years old.

•Layered clothing will be evaluated on a case-by-case basis, exclusion may include: Bulky shirts that resemble a jacket or coat, Bulky sweaters or sweatshirts with zippers, buttons or hoods & clothing that exposes under clothing below the top of the chest, shoulders, back or legs

•Hats, caps, sunglasses, shawls or scarves, tight, form fitting clothing such as spandex, attire displaying obscene/offensive or derogatory language or drawings. Attire displaying gang association/gang-related depiction, scrubs, camouflage patterned clothing.

A visitors dress must be conservative and modest, to enhance a family atmosphere.

It is the policy of the department that: <u>visitation is a privilege, not a right, afforded to inmates/visitors at the Utah State Prison.</u> Visitors and inmates shall comply with all USP visiting rules and policies. It is the responsibility of the inmate/visitor to know and understand the Summary of Visiting Rules prior to the first visit. Copies of the Summary of Visitor Rules and Regulations can be obtained from VCC	Send the completed Visit Request form with the required documents to: **VISITING** **P.O. BOX 250** **DRAPER, UT 84020** ***Faxed Request forms are not accepted***

6/26/2013